Help Promote Fair, Open and Effective Public Administration
Join the Office of The Ombudsman

The Office of The Ombudsman is an independent statutory organisation with a vision to ensure that Hong Kong is served by a fair and efficient public administration. We are committed to improving public administration through independent, objective and impartial investigation into complaints of or suspected injustice caused by maladministration.

Applications are now invited for the following position:

Assistant Manager (External Relations)

Roles and Responsibilities

(a) To assist in developing external relations plans;
(b) To organise publicity programmes and media-related activities such as press conferences, visits, seminars and workshops to promote the work of The Ombudsman and strengthen the relationship with other ombudsman and kindred organisations;
(c) To assist in producing advertising and promotional materials, such as TV commercials, print and online advertisements, corporate videos, annual reports, website, leaflets, and souvenirs;
(d) To create, develop and manage digital corporate communication content materials;
(e) To assist in handling public and media enquiries; and
(f) To assist in supervising the daily operation of the External Relations Section.

Entry Requirements

(a) A recognised university degree, preferably in communication, marketing, journalism or language disciplines, or equivalent;
(b) At least two years' relevant experience, preferably in publicity or public relations;
(c) A good command of spoken and written Chinese (including Putonghua) and English;
(d) Good IT skills with knowledge in MS Office, video, graphic design software (e.g. Adobe Premiere Pro, Photoshop, Illustrator), Google Analytics and Facebook Insights;
(e) Mature and pleasant personality with good communication, analytical and problem-solving skills; and
(f) Creative, self-motivated, with strong attention to detail and able to work independently.

Shortlisted candidates will be required to take a written test.

Remuneration and Terms

A competitive remuneration and benefits package, which includes a basic salary of around **HK$34,000** plus **HK$2,200** cash allowance per month at current levels, paid annual leave, general holidays, medical and dental insurance, life and disability insurance and MPF, 5-day work week, etc., will be offered. The successful candidate will be appointed on contract terms of around three years. Subject to satisfactory performance, a gratuity will be payable on completion of the three-year contract, which, when added to the employer's contribution to a Mandatory Provident Fund scheme, equals 15% of the total basic salary for the contract period. Renewal of contract will be offered subject to service needs and staff performance.

Application

Application form is available on our website (http://www.ombudsman.hk). Please send your application (which should include a completed application form, a CV and a cover letter) by email to **hr@ombudsman.hk**. The closing date of application is **2 April 2024.** Applicants who do not receive a reply from the Office within two months from the closing date should regard their applications as unsuccessful. For enquiries, please email to hr@ombudsman.hk.

General Notes

All applications will be treated in the ***strictest confidence****. Personal data provided will be used strictly for recruitment and employment-related purposes. Applicants may request access to and correction of personal data collected from them. Such requests should be sent to the Chief Manager at the above email address.*

The Ombudsman is an Equal Opportunities Employer.